



Add/Drop/Withdrawal Form

Student ID: _____

Semester: _____

Date: ____ / ____ / ____

Name: _____

Last
First
Middle Initial

Phone: (____) ____ - ____

Student Signature: _____
Signature

Note: A signature is required only if the student is dropping/withdrawing. If the student is being approved to add a course, only the dean or campus director/associate dean signature is required.

Warning: Dropping/Withdrawing from courses can negatively impact Financial Aid, VA Benefits, WIA, and International Student Status.

DROP/WITHDRAWAL

ADD

| Course / Section / CRN | Credit Hours | Reason for Drop (see codes below; only choose one) |
|------------------------|--------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Course / Section / CRN | Credit Hours | Dean or Campus Director/Associate Dean Signature |
|------------------------|--------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Drop/Withdrawal Reason Code List (Choose Only One):

WM = Changed My Major WN= Family Responsibilities WO = Financial Reasons WP = Health Related WQ = Incorrect Course
 WR = Instructional Issues WS = Job Related WT = Military Mobilization WU = Not passing WV = Other

NOTE: If you wish to medically withdraw from all your classes after the withdrawal deadline, you must submit supporting documentation to the Dean for Student Services Office (S-202).

ADMINISTRATIVE WITHDRAWAL by Registrar or Dean for Students Services

Reasons/Justification for withdrawal: _____

____ / ____ / ____

Registrar or Dean for Student Services Signature
Date

(RECORDS OFFICE USE ONLY)

Processed By: _____ Date: ____/____/____ Checked By: _____ Date: ____/____/____